



Floyd County Public Schools

NAME/ADDRESS CHANGE FORM

Please complete all applicable areas:

☐ Name Change

☐ Address Change

☐ Phone Number Change

☐ Email Change

NAME CHANGE

****Must provide a copy of new social security card and new tax withholding forms (W-4 and VA-4) with new name.****

New Name

First

Middle

Last

Previous Name:

First

Middle

Last

****As a friendly reminder, if you need to make changes/update beneficiaries to your VRS benefits, please access your *myVRS* account at www.varetire.org. Under Manage my Benefits, select Manage Beneficiaries; Click Add/Edit to name/update information.**

CHANGE OF ADDRESS / PHONE / EMAIL

New Address

Street or Mailing Address

City

State

Zip

New Phone (include area code)

()

()

Home

Cell

New Email

EFFECTIVE DATE OF CHANGE(S):

Employee Printed Name

XXX-XX-

Soc. Sec. No.

Employee Signature

Date

Return form to:

Floyd County Public Schools Administrative Office

ATTN: Human Resources

140 Harris Hart Road NE

Floyd, VA 24091

For questions, please contact the School Board Office at (540) 745-9400.

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